

**SANDY CITY**  
**APPROVED POSITION SPECIFICATIONS**

I.	<u>Position Title:</u> Youth Camp Counselor I (Seasonal or Part-time non benefitted)	<u>Revision Date:</u> 02/15 <u>EEO Category:</u> Paraprofessional <u>Status:</u> Non-exempt <u>Control No:</u> 50907, 55907
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Youth Programs and Day Care Coordinator, organizes and supervises youth programs and participants.

III. Essential Duties:

- Comply with, and supervise others to adhere to all Utah State requirements for Day Care.
- Instruct, plan and organize youth sport and leisure activities.
- Assist the Youth Programs and Day Care Coordinator in all activities and daily schedules.
- Organize and monitor activities of children according to plan and direction from the Youth Programs and Day Care Coordinator.
- Monitor the activities of camp children.
- Maintain order and cleanliness in teaching station and supply closets.
- Inspect program site for possible hazards that may cause injury to participant or passerby.
- Maintain a neat, well groomed appearance at all times.
- Comply with all Center and City policies and procedures.
- Ensure participants achieve a high level of achievement and success during programs.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Experience:** Requires some experience in job related activities, including working with children; must be at least 18 years of age.

**Certifications/Licenses:** Background check required before working with children. CPR, First Aid and Food Handlers certification required within 30 days of hire. Must also complete a minimum of 20 hours of training per calendar year.

**Knowledge of:** Games, sports, arts and crafts, storytelling and music; correct English usage, spelling and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.

**Communication Skills:** Communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information. English literacy skills to care for children and respond to emergencies.

**Tool, Machine, Equipment Operation:** Regular use of a copy machine and telephone; occasional use of a personal computer.

**Analytical Ability:** Follow written and verbal instructions.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee handles office equipment, objects or controls. Employee may sit or stand for long periods of time and must be able to move up to 25 pounds. Moderate physical exertion is required including bending, stooping, kneeling.

*Work Environment:* Employee will work in generally comfortable working conditions. Frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts and weather. The noise level in the work environment is usually moderate. Requires some evening, weekend and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_